
APPENDIX - IV

EMERGENCY EQUIPMENT RENTAL AGREEMENTS

This packet was developed by the North Dakota Dispatch Center with assistance from the Billings Dispatch Center and Northern Rockies Coordination Center. It is applicable for the North Dakota Zone and should be used for any emergency equipment rentals in the zone. Please note the special provisions and inspection forms used for bus rentals.

**** Emergency equipment rental rates for the Northern Rockies Geographical Area are established on a yearly basis and are applicable for equipment rentals in the North Dakota Zone. These rates are published annually in the Northern Rockies Interagency Incident Business Management Handbook. Copies of this book are available from the North Dakota Dispatch Center and is also available on the internet at:
http://www.Fs.Fed.us/r1/fire/nrcg/Committees/Business/business_committee.htm
under the Northern Rockies Coordinating Group Business Committee web page. Please contact NDC for current Zone emergency equipment rental rates.**

Emergency Equipment Rental Agreement (EERA)

A valid EERA must be in place for each piece of equipment we use. The EERA is the agreement/contract by which we can order, use, and pay for the unit or service.

Process Example (Using a dozer as an example):

The unit should be inspected at the time of sign-up to determine if it meets our requirements and if we want to put it under agreement. This prevents receiving junk under an agreement. Every piece of equipment must, however, be inspected prior to government use. Use the appropriate inspection form and carefully note any concerns that may later come back to haunt us, such as dents, scrapes, windshield chip/cracks, tire cuts, oil leaks, etc.

Assuming the piece of equipment is acceptable to be put under agreement, use the price guides in the current NRCG supplement to the NWCG Handbook #2 to develop the agreement. We can negotiate a lower price than stated in the supplement because of equipment age or condition, but a higher price must be negotiated by a Level III, or higher, Contracting Officer. If the piece of equipment fully meets the criteria, it is probably best to use the rates in the supplement. (Vendors compare notes at an incident.)

***Note:** Not all of the equipment we put under agreement has a price guideline in the supplement; copy/fax machines, portable toilets, fuel trucks, bicycles, tractors (prime mover), commercial vehicles, to name a few. If there is not a reference, contact another unit's contracting officer and find out what they are paying for similar equipment. In these cases, negotiate a price that gives good service to the Government, a fair profit to the vendor, and is defensible to the Contracting Officer. Actually, a warranted Contracting Officer should be doing the negotiating, as they are the one signing the agreement.*

Some vendors have a fixed price - take it or leave it. Take it, and the dispatcher can use the price scale as a pecking order when ordering the equipment or service.

It is critical to hold a pre-work meeting with the vendor to explain the conditions of hire, time-keeping, on-off shift, records, method of payment, etc. Do not attempt to facilitate an agreement with a new vendor by mail.

When the agreement is prepared, have the vendor sign three copies in blue ink. The agreement is then submitted to the Unit's Contracting Officer for signature, once again in blue ink so you can distinguish the original from the photocopies. Signed copies are then distributed as follows:

- Original to the vendor
- Original to the Contracting Officer
- Original to the NDC for filing

Photocopies are then distributed to the following:

Equipment dispatcher at NDC (2 copies: 1 for disp, 1 for IBMT)
NDC equipment agreement book
As requested and deemed appropriate

NDC will forward a copy to the Northern Rockies Coordination Center for equipment use in the Northern Rockies geographical area.

EMERGENCY EQUIPMENT RENTAL AGREEMENT

1. ORDERING OFFICE (name and address)		<u>AGREEMENT NUMBER MUST APPEAR ON ALL PAPERS RELATING TO THIS AGREEMENT</u>				
		2. AGREEMENT NUMBER				
4. CONTRACTOR a. name and address		3. EFFECTIVE DATES		b. ending		
		a. beginning				
		5. POINT OF HIRE (location when hired)				
b. EIN/SSN:		6. THE WORK RATE IS BASED ON ALL OPERATING SUPPLIES BEING FURNISHED BY				
		— CONTRACTOR GOVERNMENT				
c. telephone number (day)	d. telephone number (night)	7. OPERATOR FURNISHED BY				
		— CONTRACTOR GOVERNMENT				
8. TYPE OF CONTRACTOR (X appropriate boxes)						
SMALL BUSINESS LARGE BUSINESS SMALL DISADVANTAGED OWNED WOMEN OWNED LABOR SURPLUS AREA GOVERNMENT						
EMPLOYEE						
9. ITEM DESCRIPTION q (Include make, model, year, serial number and accessories)		10. NUMBER OF OPERATORS	11. WORK OR DAILY		12. SPECIAL	13. GUARANTEE (8 or more hours)
			a. rate	b. unit	a. rate	b. unit
a.						
b.						
c.						
d.						
e.						
f.						
g.						
14. SPECIAL PROVISIONS						
15. CONTRACTOR S OR AUTHORIZED AGENT S SIGNATURE		16. DATE	17. CONTRACTING OFFICER S SIGNATURE		18. DATE	
19. PRINT NAME AND TITLE			20. PRINT NAME AND TITLE			

EQUIPMENT PACKAGE (ENVELOPE)

Each piece of equipment that passes through our facility must have an equipment package. Contents of the package are:

- a. An equipment envelope, properly noted showing vendors name, type of equipment, operators name, resource order number, E-number, license number, and, if appropriate, the vendor contract number and their unit number.
- b. A book of shift tickets, Form OF-297, with the first shift page heading completed showing the nomenclature of the unit, driver s name, unit number (if any), Resource Order, and E-number in the Remarks or in the upper right corner. For vendors generating their own Contract Number, such as Ryder, U-Haul, Thrifty, etc., be sure to enter that contract number in the Remarks block. (See the attached sample)
- c. A blank copy of the use invoice, Form OF-286, with the header filled out. Once again, the more complete the information is, the less problems will occur in tracking the equipment. Leave Block 9 ADMINISTRATIVE OFFICE FOR PAYMENT blank, unless the North Dakota Dispatch Center is required to process the payment, such as for corporate account agreements. The payment must be processed by the host agency for all other types of equipment. Most of the form is self explanatory, but be sure to add the E-number in Block 12. (See the attached sample)
- d. A copy of the EERA. (Make a copy for the Master Equipment Rental Log.)
- e. A copy of the Resource Order, Form NFES 2208, initiating the use of the equipment.
- f. A copy of Instructions to Operator/Drivers or Instructions to Bus Drivers .
- g. A copy of the completed pre-use inspection report
- h. When using a fuel delivery truck, include two books of Fuel and Oil Issue, Form OF-304.

Give the entire Equipment Envelope to the driver with the instruction to deliver the envelope to the finance section at the incident.

Brief the driver(s) as to the contents of the equipment package and proper method of recording the shift ticket. Even though this is the responsibility of management personnel on the fire, be realistic, it doesn t always happen. The driver should know what information is recorded on the ticket. Brief the driver(s) on any pertinent information for the assignment they are about to engage in.

In conjunction with the Equipment Package given to the driver/vendor, we also need to put together our package for the unit, containing:

Copy of the Resource Order
Copy of the EERA
Copy of the completed pre-use inspection report

This package is placed in the Equipment on Assignment file. The extra copies of the forms will be used when the Use Invoice is prepared.

Special Note: *Normally a piece of equipment will go directly to the incident without passing through NDC for inspection, equipment envelope, etc. The NDC will still need to prepare an envelope for the equipment, for tracking purposes.*

INSTRUCTIONS FOR EQUIPMENT OPERATORS/DRIVERS ON FIRE ASSIGNMENT

As a equipment operator/driver on a fire assignment, you provide a very critical link between the using agency (fire) and the billing/payment systems that are used. The paperwork generated at the fire may be prepared by someone detailed from some other part of the country. When the fire is over, he/she will go home, you will come home, and we hope the paperwork generated at the fire will be complete enough to prepare timely payment documents and get you paid without undue hassle. In many cases, the ending dollar figures do not match and the ordering unit must depend on the documentation in your operator's log, shift tickets, notes, fuel delivery tickets, and invoices to make the numbers balance. In your role as an operator, you can help to assure the paperwork is complete and accurate. This will greatly facilitate the billing and a timely payment. The following are some items you should focus your attention on to help in this process:

INSPECTIONS:

Your piece of equipment may have been inspected at the time it was placed under the equipment Rental Agreement. This is a normal procedure for equipment such as dozers, tenders, excavators, etc. Normally, fleet vehicles from commercial vendors such as Ryder trucks are not inspected. In any case, the piece of equipment needs to be inspected immediately prior to use. If this is not done by a local agency, it needs to be done at the incident before use. Notify the Ground Support Leader at the incident and he/she will arrange an inspection. This is for your, and the Government's, protection.

CHECK-IN/OUT:

Always check-in with the Check-In Recorder at the planning Section. The Incident Management Team needs to know you are there. Surrender your Equipment Envelope to the Equipment Time Recorder in the Finance Section and always check-out with him/her at the end of the incident. It is a good idea to check with the Equipment Time Recorder periodically throughout the assignment to see if there are any problems and to avoid any surprises at the end of the assignment.

If you are being released back to your home base, the Finance Section may finalize your paperwork at that point. Additional information concerning this is in the section titled Use Invoice. If you are being re-assigned to another fire, the Finance Section should finalize your paperwork for that fire and give you a new Equipment Envelope for the new fire before they send you on your way.

The above scenarios assume there is a Incident Management Team assigned to the fire. Unfortunately, this is not always the case. In this event, it becomes necessary for you to note on the Shift Ticket what is happening and have it signed by the Incident Commander (there will always be one of those).

EMERGENCY RENTAL AGREEMENT:

Always have in (or with) the equipment, a current copy of the Emergency Equipment Rental Agreement. This provides the information needed for the Emergency Equipment Shift Tickets *and the Use Invoice. You should have been given an Emergency Equipment Rental Use Envelope that contains a copy of the following:*

- " Your Emergency Equipment Rental Agreement
- " Completed pre-use inspection form
- " Book of Shift Tickets, with the first page header completed
- " Use Invoice, with the header completed
- " Fuel and Oil Issue Ticket, if you are a fuel delivery truck
- " Copy of the Resource Order initiating the use of your equipment
- " Copy of these instructions

These documents greatly facilitate the recording and payment for the use of your equipment.

EQUIPMENT NUMBER:

This is the E-number you are assigned while on the fire (E-109, etc.). It corresponds to the Request Order Number your equipment is filling. Logically, it will change if you are transferred to another fire. The E-number can be entered in the top right corner of the shift ticket. When transferring to another fire and filling a new Request Number, please make a note in the Remarks on the day you get your new E-number. You can obtain the E-number from the initiating dispatcher or the Ground Support Unit Leader on the fire.

SHIFT TICKET:

Be sure a shift ticket is prepared for each and every day you are on a fire assignment, even if the equipment is not used.

- | | |
|--------|---|
| Item 1 | <u>AGREEMENT NUMBER</u>
The agreement number will remain constant throughout the season. |
| Item 2 | <u>CONTRACTOR (name)</u>
The Name of the Company will be entered here. |
| Item 3 | <u>INCIDENT OR PROJECT NAME</u>
The name of the fire, or in some cases, Misc. A, B, C. Ask the local dispatcher what the name of the project is. |
| Item 4 | <u>INCIDENT NUMBER</u>
This number can be obtained from the initiating dispatcher or the Ground Support Unit Leader at the fire. |

- Item 5 OPERATOR (name)
Legibly print your name and the names of any additional operator s name(s) in this block.
- Item 6 EQUIPMENT MAKE
The manufacturer of the equipment you are using. (Chevy, International, Caterpillar, Komatsu, etc)
- Item 7 EQUIPMENT MODEL
Enter descriptive information such as Dozer D7F, Excavator PC80-3, etc.
- Item 8 OPERATOR FURNISHED BY
This information is obtained directly off the Emergency Equipment Rental Agreement.
- Item 9 SERIAL NUMBER
Enter the Company number of the equipment. (264, 266, 80 etc.) Or the last five digits of the manufacturer s serial number.
- Item 10 LICENSE NUMBER
Enter the State License plate number, if applicable.
- Item 11 OPERATING SUPPLIES FURNISHED BY
This information is obtained directly off the Emergency Rental Agreement. If the fuel is supplied by the contractor and you fuel up at a government supplied fueling point at a fire, the amount is deducted on the Use Invoice when payment is processed. Keep copies of any Fuel and Oil slips.
- Item 12 DATE
Enter today s date. Try to get a shift ticket for each day (e.g. avoid putting more than one day on a ticket it s cleaner for us that way).
- Item 13 EQUIPMENT USE
Enter start and stop time (in military time), mileage or meter reading whichever applies to the particular piece of equipment. This way the start and stop units can be subtracted to determine the total units for that day, which is entered in the WORK block. If your equipment was not used, enter 0" and complete the ticket as though it was any other day. Also note in the Remarks why you were not used.

On trips when you drive past midnight (2400 hours), record the odometer reading at midnight (0001 hours starts a new day for billing purposes). Driving past midnight will also require two shift tickets.

Most operators enter their duty hours, or hours available for duty in this space, in addition to the mileage. Actually, what the government is interested in is how much of the day the equipment was available for use by them. If you are on the fire for several days, you are credited for the full day. This entry becomes most important on the first and the last day. On the first day, your starting time is when you leave your base and on the last day, your ending time is when you return to your base. Please use military time.

- Item 14 REMARKS (released, down time and cause, problems, etc.)
Enter any notes that may help in tracking the equipment use. These notes are extremely helpful when sorting out conflicts between billing and the user records for payment. Here are some examples:

No use today, broken track
Local transport of troops on the fire
Line construction Division C
Watered roads in camp area

- Item 15 EQUIPMENT STATUS
This information is generally entered by the management people at the fire.

- Item 16 INVOICE POSTED BY (Recorder s initials)
Leave blank. This information is internal to the finance section.

- Item 17 CONTRACTOR S OR AUTHORIZED AGENT SIGNATURE
Sign your name. If your signature looks like a chicken scratch, be sure it is printed legibly in Item 5 above.

- Item 18 GOVERNMENT OFFICER S SIGNATURE
This is generally signed by the Ground Support Unit Leader (your boss on the fire if you are a driver, otherwise by your immediate supervisor).

- Item 19 DATE SIGNED
The date signed (and it s a good idea to post the military time that it was signed).

FUEL AND OIL ISSUE TICKETS:

On a large or long duration fire, the host agency will generally bring in a fuel truck. You will sign and receive a copy of the fuel issue ticket. Be sure the equipment license number and/or company number are on the ticket. The gallons delivered will be entered, but often the unit price will not be shown. If this occurs, before you leave the fire to return home, go to the

Finance Section Chief and have them enter the unit price of the fuel. **This is important information to obtain in order to accurately prepare the billing and payment documents.**

USE INVOICE:

The Use Invoice is the document used to process your payment. The Emergency Equipment Shift Ticket and Fuel and Oil Issue Ticket are the basic sources of information used to prepare the Use Invoice. They are important pieces of information.

At this point, the payment process can go two directions:

8. If there is an Incident Management Team assigned to the fire, they will generally finalize your paperwork, estimate your travel time/milage to return home, and process the payment through the host Agency, and you will receive a check from that Agency (BIA, USFS, BLM, etc).
9. If there is no Incident Management Team assigned to the fire, you may be directed to return, with your paperwork, to the office that dispatched you. This office will process the payment, but it becomes even more critical that all of your paperwork is complete, accurate, and in order.

PERSONAL PROTECTIVE EQUIPMENT:

NDC does not supply Personal Protective Equipment (PPE), such as nomex, gloves, hard hats, radios, etc., to contractors. If PPE is required, you can check-out items at the Supply Unit of the fire camp and return the items at the end of the fire.

GENERAL:

It is important that you allow for plenty of time at the end of an incident to sit down with the finance section and make sure that the invoice is complete and accurate and that you sign the invoice and shift tickets.

Often, when you are being released from a fire and the Incident Management Team is processing your payment, the finance people will estimate your return mileage and travel time to your home station. Make an accurate, or liberal, estimate of your time/milage. Once you sign the Use Invoice, it's a done deal and there is no going back to change it.

If your payment is not going to be processed at the fire, before you leave the fire to return home, assure that you have complete and accurate shift tickets for each day you were committed. Fuel issue tickets need to have the value of the fuel delivered.

Your attention to these details will greatly facilitate you getting paid in a timely fashion and prevent many hours of wasted time chasing numbers and trying to figure out what happened.

ONE MORE THING, DRIVE AND WORK SAFELY !!!

INVOICING

A copy of a headed Use Invoice should be in the equipment package. If a unit of equipment is dispatched to a fire being managed by an IMT, the finance section of the team will frequently process the payment paperwork through the host agency. Buses signed up by a unit in the Northern Rockies are a permanent exception. The rules of the Northern Rockies dictate that the office signing the bus agreement will process and make the payment, no matter which agency uses the bus.

There may be an exception to this policy. Some buses signed up in California (Expeditors, for example) may require the using agency to process the payment.

Units of equipment dispatched to a fire that does not have an IMT should return to the agency that originally signed up that piece of equipment for payment processing.

Upon return to the host agency, a unit of equipment should review the shift tickets for completeness and accuracy. Using the shift tickets as the source, enter the use information, prices, and extend the dollar value on the invoice form. **DO NOT PREPARE AN INVOICE FOR ANY UNIT OF EQUIPMENT THAT DOES NOT HAVE THE PINK COPY OF THE SHIFT TICKETS (FINANCE COPY).** In this case, assume the Finance copy has been pulled and an invoice prepared elsewhere.

Be sure to enter identifying information in Block 5. Some vendors have company numbers assigned to their units. Enter these numbers in addition to the make, model, etc. If a company number is used there is no need to display the manufacturers serial number. When you do need to use the manufacturers serial number, display the last five digits only. This is done to verify that the piece of equipment is the same as the one under agreement.

In the case of national vendors, and/or corporate accounts, the vendor will assign their own contract number. Enter this number, or the corporate account number, in Block 22 (Remarks), along with the name of the local vendor the unit came from. This is especially helpful when tracking payments with vendors like Ryder, U-Haul, Thrifty Car Rental, Ace, etc. In addition, the payment office can put this number on the check and the vendor can track the payment to their contract number or our corporate account. A little attention to detail now can prevent a lot of problems later.

Have the vendor sign the invoice as being correct. There are some exceptions to this. Most bus drivers are not owner/operators, so they are reluctant or not authorized to sign the invoice. In these cases, assure the shift tickets are complete and make arrangements with the owner to meet and finalize the invoice. Be sure the owner agrees with the final dollar amount and that it matches with his/her records. In the case of non-local owners, this balancing can be handled by phone or fax. The critical idea is to have the invoice agree with any future bill the owner might send.

Equipment used on extended initial attack fires (no team) will often come back to the host agency for invoicing. The payment package should be delivered to the host agency office. When the equipment is used exclusively on another agency fire, the payment package can be delivered to the respective agency.

When a piece of equipment has been used for multi-agency fires, such as a Ryder truck used for BIA and BLM fires during the same period of use, only one invoice should be prepared. Do not split the use period into separate invoices and send to the respective agencies. Prepare one invoice and note in Block 22 Remarks the distribution of cost to the respective agencies. This invoice is then submitted to the individual agencies for payment.

There is another exception to this process All wildland engines dispatched out of the zone are signed up by the North Dakota Forest Service and they handle all of the payments. All payment documentation for these engines should be submitted to the NDFS Office for payment. Wildland engines hired and used within the ND zone will be paid by the host agency.

Prepare a payment package for submission to the NDFS Office, or whatever office is paying the bill, containing the following:

- Pink copy of the invoice

- Pink copies of the shift tickets (and fuel delivery tickets if needed)

- Copy of the EERA

- Copy of the Resource Order initiating the use of the unit

The payment package is then submitted to the appropriate office for payment:

- Betty Thompson, BLM

- Maure Sand, USFS

- Darrell Ausborn, BIA

- Mike Santucci, NDFS.

EMERGENCY EQUIPMENT USE INVOICE

OPTIONAL FORM 286

PAGE ____ OF ____

1. CONTRACTOR a. name and address					2. INCIDENT OR PROJECT NAME								
					3. AGREEMENT NUMBER (form OF-294)								
					4. EFFECTIVE DATES OF AGREEMENT a. beginning _____ b. ending _____								
5. EQUIPMENT (list make, model, serial number, etc)					6. POINT OF HIRE (location when hired)								
					7. DATE OF HIRE			8. TIME OF HIRE					
9. ADMINISTRATIVE OFFICE FOR PAYMENT					10. THE WORK RATE IS BASED ON ALL OPERATING SUPPLIES BEING FURNISHED BY CONTRACTOR (wet) _____ GOVERNMENT (dry) _____								
					11. OPERATOR FURNISHED BY CONTRACTOR _____ GOVERNMENT _____								
					12. RESOURCE ORDER NUMBER								
13. YEAR 19__ DA		14. WORK OR DAILY RATE			15. SPECIAL RATE			16. TOTAL AMOUNT EARNED (14c+ 15c)		17. GUARANTEE		18. AMOUNT (Column 16 or 17 whichever is greater)	
a. UNITS WORKED (MI/HR/DA)		b. RATE		C. AMOUNT		a. UNITS WORKED (MI/HR/DA)							
19. CHARGE CODE					20. OBJECT CODE			23. GROSS AMOUNT DUE					
21. EQUIPMENT WAS RELEASED DATE: _____ WITHDRAWN TIME: _____								24. ITEM 23 FROM PREVIOUS PAGE					
								25. TOTAL AMOUNT DUE					
22. REMARKS								26. DEDUCTIONS (attach statement)					
								27. ADDITIONS (attach statement)					
								28. NET AMOUNT DUE					
NOTE: CONTRACT RELEASE FOR AND IN CONSIDERATION FO RECEIPT OF PAYMENT IN THE AMOUNT SHOWN ON NET AMOUND DUE LINE 28. CONTRACTOR HEREBY RELEASES THE GOVERNMENT FROM ANY AND ALL CLAIMS ARISING UNDER THIS AGREEMENT EXCEPT AS RESERVED IN REMARKS BLOCK 22.													
30. CONTRACTOR S SIGNATURE					31. DATE			32. RECEIVING OFFICER S SIGNATURE				33. DATE	
34. PRINT NAME AND TITLE								35. PRINT NAME AND TITLE					

FIGURE 2 OF 3
PAGE 13 OF 14

VEHICLE/HEAVY EQUIPMENT INSPECTION CHECKLIST	1. INSPECTION TYPE (<input type="checkbox"/> one) A. Sign-up B. Pre-Use C. Release		2. Agreement P.O./Contact No.		3. Contract Date	
			4. FIRE NAME		5. FIRE NO.	
			7. EQUIPMENT TYPE			
6. UNIT						
8. OWNER (Name)	9. MILEAGE (Start)	10. DATE	11. MODEL		12. MAKE	
13. VENDOR (If other than owner)	14. MILEAGE (End)	15. DATE	16. SERIAL NO.			
SECTION I- TRACTOR AND/OR MOTOR PATROL	SATISFACTORY		SECTION II-TRUCKS, SEDAN, JEEP, PICK-UP ETC..		SATISFACTORY	
	YES	NO			YES	NO
1. CANOPY, ROLL-OVER PROTECTION SYSTEM FRAME. 3X3X3/8 OR 3 XX PIPE: 3/16 TOP, SECURED TO MAIN FRAME OR TRACTOR *			1. Steering. Over 3 free play, check tie rod ends.			
2. Belly plate and radiator guard Securely mounted			2. Clutch. Proper adjustment, ¼ free travel.			
3. Lights mounted and working. Operating.			3. Brakes, foot and hand. Must hold firm.			
4. Cables and hydraulic system not frayed, have extra, no drips in hydraulic system.			4. Gauges. All gauges must be working.			
5. Blade hoist brake holding operate smoothly. Hold at any point			5. Horn. In working order			
6. Master clutch. Operator under load. (check for slippage).			6. Rearview mirror and wipers. In working order			
7. Steering clutches, must have 3-4 free play *			7. Seats and cushions, seat belts. If not satisfactory, report conditions under Section VI Remarks.			
8. Brakes, must hold at half travel. *			8. Cooling system. Check radiator and hoses.			
9. Gages working. All gauges must be working.			9. Engine. Check for knocks and leaks			
10. Fuel system. Must be free of drips and full tank.			10. Oil level and condition. Full and clean.			
11. Cooling system. Free of leaks. *			11. Electrical system. Generator and starter working.			
12. Fan and fan belts. Check for frayed condition.			12. Battery. Check for corrosion on terminals			
13. Battery. Check for corrosion on terminals.			13. Transmission. Check for leaks.			
14. Engine supports, equalizer bar, springs, main springs. Check shaft bolts, shifted spring lever. *			14. Drive line-U-joints. Check for looseness.			
15. Muffler and spark arrester. Must be approved type, check w/ stick *			15. Differential, Check for leaks.			
16. Engine. Run, check oil pressure, and knock			16. 4-Wheel drive. Check gear boxes, drips.			
17. Final drive. Transmission and differential. Check for dripping.			17. Springs and shocks. Check hangers.			
18.			18. Tie Rod. Looseness and bent.			
19. Dozer and assembly. Trunnion bolts missing, cracks			19. Frame. Cracks and bent.			
20. Proper lubrication. Check for dry fittings.			20. Lubrication. Dry fittings.			
21. Tires. Check depth of tread, cuts, list under remarks			21. Tires, wheel, lug bolts. Depth of tread and cuts.			
22. Sprocket and idlers. Cracks in spokes, sprocket teeth sharp			22. Lights. Must be all working.			
23. Drawbar. Servicable, safe.			23. Glass. Report all cracks, shattered.			
24. Test run. Cover 5, 6, 7, 8, and 9.			24. Body condition. Report all dents and scratches.			
			25. Exhaust System. Check for leaks.			
			26. Fuel System. Check for leaks.			
			27. Accessories. Must have jack, wheel wrench, spare tire and wheel.			
Section III- Power Saw and/or Pumps			Section IV-Accessories (Mark <input type="checkbox"/> if in/on vehicle)			
1. Clean.			1. Accident Forms 4. Log Book 7. First Aid Kit 10. Fire Extinguisher 13. License Plates (if Govt. operator) 16. Reflectors	2. Steps 5. Tow Chain 8. Jack 11. Wheel Wrench 14. Tire Chains 17. Other -----	3. Mud Flap	
2. Visible parts broken *					6. Pulaski	
3. Oil in gear case.					9. Shovel	
4. Oil in chain oiler.					12. Flare Signals	
5. Mtc. Tools, funnel & gas can.					15. Chock Blocks	
6. Visible bolts and nuts tight						
7. Gas and oil properly mixed.						
8. Cutting bar straight. *						
9. Exhaust system & spark arrester.						
10. Motor idle evenly & run smoothly						
11. Satisfactory power.						
12. Chain condition *						
17. VENDOR (Signature)			18. TITLE		19. DATE	
20. INSPECTOR (Signature)			21. TITLE		22. DATE	

FIGURE 3 OF 3
PAGE 16 OF 16

OPTIONAL FORM 296